

# HARLINGTON VILLAGE PRE-SCHOOL



## Information Pack

HARLINGTON VILLAGE PRE-SCHOOL

The Conifers, Westoning Road, Harlington. Beds. LU5 6PD

Mobile: 07963 534038 e-mail: [hvps@live.co.uk](mailto:hvps@live.co.uk)

website: [harlingtonvillagepreschool.org.uk](http://harlingtonvillagepreschool.org.uk)

facebook: Harlington Village Pre-School

Twitter: @HVPS2013

## INTRODUCTION

Harlington Village Pre-School (HVPS) was previously known as Harlington Village Playgroup but changed its name in October 1996 in recognition of the belief that although groups such as this continue to emphasise the importance of “play”, they also provide valuable pre-school learning opportunities.

HVPS is managed by an elected committee who give their time on a voluntary basis. This ensures that major decision making is in the hands of the parents who use, or have used, pre-school. The committee is responsible for reviewing both policy and practise, and for the employment of members of staff. The Annual General Meeting, at which the committee for the following year is elected, is held in October along with an open evening. Parents/carers will be informed in good time so that they are able to attend.

The committee work together with a team of trained staff to ensure that the pre-school runs smoothly and efficiently on a day to day basis. HVPS is registered with OFSTED who make regular unannounced inspections. The last inspection rated pre-school as ‘Good’ overall, with ‘Outstanding’ in some aspects. HVPS is a member of the Pre-school Learning Alliance (PSLA) and keeps in close contact with the local branch that provides training and support by keeping us up to date with the latest news and ideas on pre-school education. HVPS is a no-smoking site.

Harlington Village Pre-school is a non-profit making organisation and is a registered charity (Charity number 1023563).

## **STARTING PRE-SCHOOL**

You may be feeling that starting pre-school is a daunting process, especially if this is your first child, so the aim of this guide is to give you as much information as possible to make the transition a smooth and happy one for you and your child.

Before starting pre-school you will be sent, via e-mail, the relevant paperwork that you will need to complete and bring with you to your child's visit session. In the foyer at pre-school you will find a red folder that will contain information for you and your child. This folder will need to be checked on a regular basis. HVPS produces a regular newsletter and sends other information out via e-mail, please ensure you give your e-mail address on the form in your starter pack, and you will be added to the mailing list. Please also take time to look at the information boards and folder in the foyer.

It is pre-school's policy that staff leave their mobile phones in the kitchen. Mobile phones are not allowed to be used anywhere else in the building, other than the kitchen. This is also applicable to visitors and parents/carers who are staying at pre-school. If you are just dropping your child at pre-school for their session, please ensure your mobile phone is not used on site. Should you require a photograph of your child when they are at pre-school please ask a member of staff, who will be happy to take a photograph of your child using the pre-school camera. We have an e-safety policy and mobile phones at pre-school policy.

Pre-school understands that a child who is tense or unhappy will not be able to play or learn properly, so it is important for parents and pre-school staff to work together to help the child to feel confident and secure at pre-school. Please take as long as you need to settle your child as we want you to feel happy leaving your child at pre-school.

## WHAT TO WEAR

In order to feel free to explore and experiment with all kinds of materials including messy ones, it is best to send your child in clothes which are comfortable, easily washed and not too new. Pre-school regularly places orders for HVPS sweatshirts and T-shirts. Please see Sarah for details. Please ensure all clothing and footwear are named.

It is good for children to practise the skills that will make them independent. Simple clothing which they can handle themselves will enable them to go to the toilet when they want and take off and put on their outdoor clothes without being too dependent on other people's help.

In the interests of safety and hygiene please provide named plimsolls for your child to change into at the beginning of the sessions. Also, please label footwear and coats. You may provide your own named wellies or use the pre-school ones. At least one change of clothes (also named) is needed in case of accidents, as well as any nappies and changing equipment, if necessary, as pre-school does not have these items available. These should be brought to pre-school in a suitable, named rucksack/bag.



## ADMISSIONS

Harlington Village Pre-school is open to every family in the community. Your child may start at pre-school when they are 2 years and 9 months old. If you wish your child to attend pre-school please email your contact details and your child's details (d.o.b, full name) to [HVPS@live.co.uk](mailto:HVPS@live.co.uk). We also hold a waiting list and you are encouraged to give the administrator any sibling's details, this may be from birth!

## PRIME AREAS

### 1. PERSONAL, SOCIAL & EMOTIONAL DEVELOPMENT

Within a nurturing environment, children are individually supported in developing confidence and self-respect. They are encouraged to work and concentrate independently and also to interact in all aspects of pre-school, sharing and co-operating with other children and adults. Through activities, conversation and practical example they learn acceptable ways to express their own feelings and to have respect for the feelings of others. All children are given the opportunity, as appropriate, to take responsibility for themselves and for the care of property in the pre-school.

### 2. PHYSICAL DEVELOPMENT



A range of equipment and opportunities, both indoors and out, allow the children to gain confidence and enjoyment in the development of their own physical skills. With good levels of adult supervision, children can safely meet and create physical challenges, developing skill and control in moving, climbing and balancing. At the same time they are supported in developing their fine motor skills handling equipment and tools effectively including pencils for writing. An understanding of good health, physical exercise and a healthy diet is gained by talking about ways to keep healthy and safe. The children are encouraged to manage their own basic hygiene and personal needs.

### 3. COMMUNICATION AND LANGUAGE

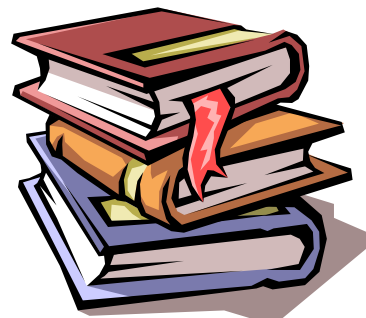
At play, and in both small and large groups, children are encouraged to develop their verbal skills. They will be able to extend their vocabulary and fluency by talking and listening, and hearing and responding to stories, songs and rhymes. The children learn to follow instructions, answering how and why questions, and using past, present and future forms.



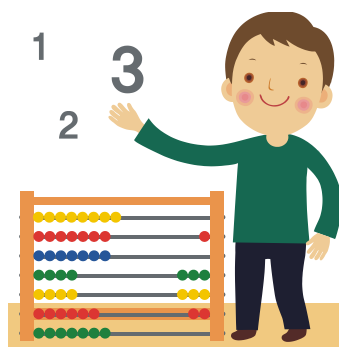
## SPECIFIC AREAS

### 4. LITERACY

Children are helped to understand that written symbols carry meaning and when they are ready they can begin to use drawn and written symbols themselves. Books are readily available in the book corner and are used to encourage and interest in sounds, rhyming words and alliteration. This knowledge is used around pre-school on name label, menu board at snack time and during other word games and activities in free time and at circle time.



### 5. MATHEMATICS



By means of adult support and practical experiences, children become familiar with sorting, matching, ordering, sequencing, and counting activities involving 1 – 20, which form the basis of early mathematics. As they use their developing mathematical understanding to solve practical problems, the children begin to learn and use vocabulary of mathematics, identifying and number. Songs, games and picture books help children to reinforce some of these concepts such as simple adding and subtracting.

### 6. UNDERSTANDING OF THE WORLD

A safe and stimulating environment allows children to explore and experiment with a wide range of natural and manufactured materials.

They learn to observe the features of objects and substances, recognising differences, similarities and patterns and to share their findings. Children are assisted in exploring and understanding their environment, both within the pre-school and in the wider community. A range of safe and appropriate equipment helps children to explore and get the feel of modern technology. They learn about the similarities and differences between themselves and others, and among families, communities and traditions.



## 7. EXPRESSIVE ARTS AND DESIGN

Children are encouraged to use a wide range of resources in order to express their own ideas and feelings and to show an individual response to experiences in two and three dimensions. Art equipment includes paint, glue, crayons and pencils etc, as well as natural and discarded resources. This provides opportunities for open-ended exploration of colour, shape and texture and the development of skills in painting, drawing, collage and model building. Children join in with and respond to music and stories, and there are many opportunities for imaginative role-play.

All of these learning objectives are provided in an atmosphere of fun and enjoyment. Pre-school children are not aware that they are being exposed to all the recommended areas of early education which will prepare them for school. They come to pre-school to play with their friends.



## PREMISES AND SESSIONS TIMES

Pre-school sessions are held at The Conifers, Harlington Lower School, Westoning Road, Harlington. LU5 6PD. The Conifers building is located by using the path to the far left of Harlington Lower School. Monitoring of the suitability of this building for pre-school is included in our regular inspections by Early Years Directorate of OFSTED.

## TERM DATES

We work to school term dates, usually within a day or two. Notification of term dates is given in the regular newsletters and can be found on the HVPS website.

HVPS sessions can operate at the following times (subject to numbers):

	AM		PM	
	From	To	From	To
<b>Monday</b>	<b>8.45am</b>	<b>11.45am</b>	<b>12.30pm</b>	<b>3.30pm</b>
<b>Tuesday</b>	<b>8.45am</b>	<b>11.45am</b>	<b>12.30pm</b>	<b>3.30pm</b>
<b>Wednesday</b>	<b>8.45am</b>	<b>11.45am</b>	<b>12.30pm</b>	<b>3.30pm</b>
<b>Thursday</b>	<b>8.45am</b>	<b>11.45am</b>	<b>12.30pm</b>	<b>3.30pm</b>
<b>Friday</b>	<b>8.45am</b>	<b>11.45am</b>	<b>12.30pm</b>	<b>3.30pm</b>

Monday, Tuesday, Wednesday, Thursday and Friday afternoon sessions are for the older children, i.e. those children starting school the following September. Pre-school's aim is to further develop attitudes and skills in preparation for starting school.

Please note that whilst pre-school appreciates that occasionally a parent/carer may be unavoidably delayed in collecting their child at the end of their session, frequent lateness will incur a late collection of child fee which is £5 for up to 15 minutes late.



## TIME TABLE

### Morning session approximate timescale:

8.45 session Arrive, find names, change into plimsolls, settle children.

starts Free Play:

Construction – Imaginative play – Book corner

Pencil/crayon activities - Visual discrimination

Play dough/clay - Painting/printing - Sand/water.

Craft activities - Cookery/gardening -Special activities done in rotation.

Outside play: bikes, climbing frame, apparatus, scooters, slides, cars, stilts balls and hoops etc.

10.10 -10.35 Snack

11.05-11.30 Clear away – Story groups

PE: developing basic understanding of movement

vocabulary, ability to carry out simple actions

stop/go on command, spatial awareness, taking turns

working with others, safety in a group, developing

confidence and basic ball skills

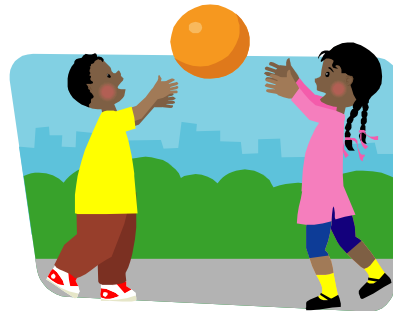
- Large circle games
- Singing/action rhymes
- Parachute games
- Music/instruments
- Mini circuits

11.30-11.45 Sit in group

Put on coats and outdoor shoes

Collect work

Go home



### Afternoon sessions:

12.30pm -3.30pm

These sessions are for the older children and will aim to prepare them for school in the following September. They follow a similar timing structure and routine to the morning sessions, (with sessions running from 12.30 – 3.30) as detailed on the previous page. Although within free play we may offer opportunities to play games as a small group with a member of staff. There will be a greater emphasis on independence, particularly at snack time. The children will, at times, work in small groups on a wide range of activities, e.g. cutting, sticking, counting, drawing, etc.

## ADULT RESOURCES

HVPS provides a high ratio of adults to children, i.e. under 3 years is 1:4 and 3-5 years is 1:8. All pre-school's teaching staff are qualified in Early Years and First Aid and are CRB checked.

### Staff

Alicia Denton	Co-ordinator/ Leader	Level 4
Sarah Spedding	Leader	NVQ 3 Early Yrs Care & Education
Suzie Bumfrey	Leader	Level 6 EYTS
Kelly Perring	Assistant	NVQ2
Emma Lightfoot	Assistant	CACHE Level 1 *
Jo O'Donnell	Assistant	CACHE Level 1 *

\*working towards CACHE Level 2

## THE PRE-SCHOOL ROTA

Parents/carers are encouraged to assist staff during morning sessions, please sign up for a session of your choice on the rota form in the foyer. Research shows children learn better when their parents/carers are involved. The rota system gives parents/carers the opportunity to take an active part in pre-school, to see what happens there and to talk about it afterwards with their child. In addition it provides a valuable opportunity for all children to see their own parents/carers in a new role. There is an information sheet in the kitchen with a guide to helping on rota duty.

## THE ROLE OF PARENTS



HVPS recognises parents as the first and most important educators of their young children and it aims to support parents as much as possible. HVPS operates an open door policy, so please feel free to come in and talk to a member of staff, at any time, in confidence. If you would like to speak to your child's keyperson you are welcome to make a mutually suitable appointment. Parents are welcome to work in the group with the children or share any particular skills with the children e.g. yoga, gardening, dance, music and help with fund-raising and take part in the management of pre-school. We have an achievement tree in the main room for any achievements/special times that you and your child would like to share with pre-school.

## KEYPERSONS

Each child, on starting pre-school, will be given a member of staff as their keyperson. All teaching staff are involved in observing and working with the children and regularly write down evidence to support the child's progression through the Early Years Foundation Stage in their blue book. Confirmation of each child's keyperson is listed on the notice board. Your child's keyperson is responsible for carrying out an assessment in conjunction with the parent/carer in the 3 prime areas of development (see numbers 1 – 3 above). This assessment is completed by the time your child is 37 months old and is then passed on to their health visitor.

## **TRAINING**

Pre-school's membership of the Pre-school Learning Alliance ensures that we are constantly in touch with the field of early year's education. Training is available through PSLA courses, which welcome both staff and parents. If you would like further information about the PSLA the address is: Pre-school Learning Alliance, The Fitzpatrick Building, 188, York Way, London N7 9AD, telephone: 020 7699 2500.

## **POLICIES**

Pre-school's policy statements are available on request. All the policies are designed to offer the best possible experience for pre-school's children and their families. These policies are reviewed on a regular basis and comments and suggestions from parents are always welcome. Some of the most relevant policies can be found in the foyer, on the information board or may be viewed on the website.

## **COMPLAINTS**

Any parent / carer, who may have cause for complaint, should speak to Alicia Denton or the Chairperson and ask to see our complaints procedure.

Complaints may also be registered with Ofsted, telephone 0300 123 4666.

There is also a complaints/compliments book in the foyer.

## **SPECIAL NEEDS**

The number of adults present at pre-school enables us to provide individual attention for each child when necessary. This enables each child to develop at his/her own pace in all areas of learning. HVPS is easily accessible; we have a textured paved ramp to double front doors. The inner door is wide enough for a wheelchair to go through. All of pre-school is on one level, with double doors to the garden area. An accessible toilet is in the main room. There are low level tables and chairs in the main room. Previously, we have used Makaton and Sign Along sign language in the setting. If your child has a special need and you would like to discuss this with us, please talk to the Staff Co-ordinator, Alicia Denton, pre-school's Special Needs Co-ordinator.

## FEES

Children are able to start at HVPS from 2 years and 9 months. Fees are currently £12 per session. Fees are paid prior to funding eligibility (or if more than 5 sessions are taken). Funding is available for up to 5 sessions per week, free at the point of delivery, starting the term after the term in which your child has their 3<sup>rd</sup> birthday. If feel you may be eligible for and wish to access 2 year old funding, when your child starts at 2 years 9 months, please e-mail Anne for more information.

A child born on or between:	Will become eligible for up to 5 free places from:
1 April and 31 August	1 September following their 3 <sup>rd</sup> birthday
1 September and 31 December	1 January following their 3 <sup>rd</sup> birthday
1 January and 31 March	1 April following their 3 <sup>rd</sup> birthday

Funding forms are e-mailed to parents and need to be completed, signed and returned at the beginning of each term.

Invoices are placed in the **red folder** at the start of every half term stating the date the fees need to be paid by. If you wish to pay fees weekly or monthly then please e-mail Anne at [hvps@live.co.uk](mailto:hvps@live.co.uk).

It is helpful if fees are paid by Direct Bank Transfer:

Sort code                72-60-04  
Account number        71092282

Please use your child's name as a reference and send Anne confirmation of the transaction to [hvps@live.co.uk](mailto:hvps@live.co.uk).

Alternatively fees can be paid by cheque to "Harlington Village Pre-School" and posted in the black box, in the foyer.

If this is not possible, the correct amount in cash should be placed in a named envelope and placed in the black box in the foyer.

Fees continue to be payable if your child is absent from pre-school for a short time. In cases of prolonged absence, parents should consult the committee about fee payment. Each child's attendance at pre-school is conditional upon continued payment of fees and the late payment of an invoice, without prior arrangement, may incur an additional fee.

If you wish to discuss your child's fees please feel free to speak to Anne Pullan in confidence. Please contact Anne by e-mail [hvps@live.co.uk](mailto:hvps@live.co.uk)

## ILLNESS

Parents are asked to keep their children at home if they have any infection, e.g. impetigo, thread worms, head lice, chicken pox. Please speak to a member of staff if you require advice, and inform pre-school as to the nature of the infection so that other parents can be notified, if necessary. If your child has had sickness or diarrhoea, please do not bring them to pre-school for at least **48 hours** after the last attack.



We hope that your child's time at pre-school will be a happy and productive one. If you have any queries, or if we can be of any assistance, please contact the staff or committee. HVPS is committed to providing equality of opportunity and anti-discriminatory practice for all children and families. We aim to provide an inclusive policy within a secure environment where the contributions of all the parents/carers, children and staff are valued enabling the children to develop positive self images and self esteem. A copy of our Valuing Diversity and Promoting Equality policy is available for all parents/carers to read.

## NAPPY CHANGING & CONTINENCE

We are committed to working with parents and carers to support children in developing independent toileting and other self-care skills. Our Personal Care Plan is sent via email, with other necessary paperwork, when starting pre-school.

## Harlington Village Pre-School

The Conifers  
Harlington Lower School  
Westoning Road  
Harlington  
Bedfordshire  
LU5 6PD

Email: [hvps@live.co.uk](mailto:hvps@live.co.uk)

Website: [harlingtonvillagepreschool.org.uk](http://harlingtonvillagepreschool.org.uk)

Facebook: Harlington Village Pre-School

Twitter: @HVPS2013

Pre-school's number (session hours only)

07963 534 038

Administrator

Anne Pullan

[hvps@live.co.uk](mailto:hvps@live.co.uk)